Robin Carnahan • Secretary of State
Missouri State Library
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MISSOURI STATE LIBRARY
OFFICE OF THE SECRETARY OF STATE

Bill & Melinda Gates Foundation Opportunity Online Hardware Grant Application
Includes Librarian Substitute

July 2009 through December 2011

Margaret M. Conroy, State Librarian

Barbara Reading, Director

Jean Morrison, Grant Administrator

MISSOURI STATE LIBRARY
Bill & Melinda Gates Foundation
Opportunity Online Hardware Grant
July 1, 2009 – December 31, 2011

Grant Program Description

The Missouri State Library is performing the duties of Intermediary for the Bill & Melinda Gates Foundation (hereafter referred to as the Gates Foundation) by administering this grant to Missouri Public Libraries selected by the Gates foundation as recipients. This grant is specifically designed to provide funds for the selected eligible Public Libraries to replace or provide additional Patron Access Computers (PAC).

Each eligible library or library system receiving this agreement has passed the Gates Foundation tests for eligibility and has previously committed to participation by completing a 2009 Requirements Verification form signed by the director, board chair or member, and fiscal officer.

Please read this agreement closely and return the certifications at the end of the document (on yellow paper) by mail or fax by September 1, 2009. If you have any questions, please contact Jean.Morrison@sos.mo.gov , phone (800) 325-0131 Ext. 11 or Barbara.Reading@sos.mo.gov Ext. 4.

Live Meeting sessions are being provided to review the agreement and requirements. A schedule is available in the Grant Administration Manual and on the Secretary of State web site. **The yellow pages, pages 8 and 9, included in this application must be certified and returned to the Missouri State Library by mail by September 1, 2009.**

Grant Program Objectives

The Gates Foundation Opportunity Online Hardware Grant is being offered as a philanthropic grant:

1. To assist eligible libraries in obtaining up-to-date computer hardware and/or software to implement or improve the technological infrastructure to meet the needs of library patrons of all ages. This can include increasing the Library's computer security, improving network performance, or providing better computer services to library patrons of all ages.
2. To provide funds for hardware and software for accessible workstations and other adaptive equipment.
3. To provide funds for the purchase of the technical support needed to install and troubleshoot any problems with the installation of software, computers (including extended warranties), peripheral devices, servers, and network hardware.
4. To provide funds for delivering patron- and staff-focused training on the use of the new computers and software purchased with these funds.

5. To provide adequate funding to cover the "cost of ownership" of the computers for their expected service life of 4-5 years.
6. To provide an opportunity for recipients to attend the Public Library Association (PLA) advocacy training to share outreach and funding tools with one or two library staff and one additional community person (board member, friend's of the library member, or community supporter)—total of three per library or library system at no charge to the library. This includes providing funds to hire staff to cover hours worked by staff who are traveling to the PLA Turning the Page symposium. This time these funds are to cover includes up to:
    a. Four hours of travel time to the symposium
    b. Two eight-hour days (16 total hours) while staff is in attendance
    c. Four hours in return travel time
    d. Paid at the rate of $10 per hour (up to $240 total funds)
7. To provide a means to gather statistics from Missouri Public Libraries for the American Library Association/Florida State University survey.
8. To provide Missouri Public Libraries with the opportunity to use and expand their knowledge of WebJunction and the TechAtlas tool.

Eligibility

This grant is open to those Missouri public libraries selected by the Gates Foundation. Eligible libraries must have already met the patron financial need, shown library patron hardware vulnerability requirements, and submitted its inventory in TechAtlas to qualify for this grant.

To remain eligible for this grant, eligible libraries must complete the requirements below. All forms can be found in the Grant Administration Manual and online.

1. Be represented by at least one employee (with a maximum of three—**two** employees and **one** Board Member or community supporter) at the one-time PLA "Turning the Page Symposium" on November 3-4 **and** return certification documentation to the State Library by the **December 15, 2009** deadline. The Gates Foundation and the State Library strongly urges libraries to attend the symposium in St. Louis, but the symposium will be recorded and made available online at a later date for those libraries that were unable to send a representative.
2. Return to the State Library assurance of matching funds including details of fund raising sources as listed on the "Matching Funds Verification" form **and** the "Application for Payment" form before the deadline of **March 1, 2010 and 2011**. A copy of a purchase order showing the amount disbursed to the library will be returned to the library.
3. Upon disbursement of Gates Foundation funds in 2010 and 2011, libraries must purchase one patron computer, of the library's choosing, for each computer funded. Computers (or laptops) must meet the State Library minimum specifications for computer equipment, which is reviewed and updated in January each year. These minimum specifications are located on the State Library web site at: http://www.sos.mo.gov/library/development/grants/computer_specs.asp
4. Install purchased patron computers, update the library/branch inventory in TechAtlas, and submit the completed "2010/2011 Requirements Verification" form before the **September 15, 2010 and 2011** deadlines.

5. Participate in and verify completion of the ALA/FSU Fall Survey, which will be available online in October and early November. A verification section on the requirements verification forms are required by **December 1, 2009, 2010, and 2011**.
6. Maintain a current contact name and information for the eligible library or library system. Should personnel change, submit a "Contact Information" form by mail or fax. The form is located in the Grants Administration Manual and on the Missouri State Library Gates Grant web site.
7. Return all required forms to the State Library by the due dates on the forms, including a pre-grant (due **November 15, 2009**), mid-grant (due **November 15, 2010**), and grant-end survey (due **November 1, 2011**).

Matching Funds

Opportunity Online hardware grant funds will be distributed to participating libraries through the state intermediary contingent upon the libraries securing matching dollars over the term of the two-phase grant—25 percent in phase one and 50 percent in phase two.

The purpose of the match is to use the foundation's grant dollars as a way to leverage and acquire additional local funding for free technology access in libraries—preferably in the form of a sustainable library budget item.

Acceptable sources of this match include:
- New monies derived from successful local and/or state advocacy efforts allocated to the technology line item in library budgets (exclusive of federal LSTA monies passed via the state to a local library system)
- Existing library technology budget funds generated from previous, successful advocacy efforts at the local and/or state level
- Nongovernmental donations or grants (e.g. private donors, community foundation grants, local business sponsors, etc)
- Monies derived from fundraising efforts (e.g. book sales, library fundraisers, etc)

Reminder: A library cannot use the Bill & Melinda Gates Foundation grant dollars to replace existing funds (supplant) previously committed to a library technology budget.

Acceptable proof of acquired matching funds includes the following:
 Memorandum of Agreement (MOA) from the appropriate official or agency overseeing the library budget
- Council or library board resolution committing funds
- Letter of commitment from a nongovernmental resource such as:
  - o Foundations
  - o Corporations
  - o Friends groups
  - o Private donors

All match verification documents should include the following information:
- Amount of funding commitment
- Source of commitment including name, affiliation, and contact information for the committing organization and/or person

- Signature(s) of the person(s) committing the funds
- Date of commitment and when funds will be disbursed
- Library for which the funding commitment is intended
- A statement that ensures the committed dollars will not supplant local funds already dedicated for the library or computer workstations

Librarian Substitute funds are NOT subject to matching funds.

Allowable Costs

The following list contains items that may be purchased with funds from this grant:
- Patron computers including desktop and laptop styles that meet State Library specifications
- Early Literacy workstations and other specialized patron-use computers
- Computer devices for handicap accessibility
- Extended warranties on computers
- Software for the computers (to save of software expenditures, refer to TechSoup offerings)
- Networking improvements (even if shared with staff computers)
- Printers and printing supplies (paper, toner, etc.)
- See section 3 "Qualifying purchases" for additional information or call the State Library for questions

Unallowable Costs

The following list contains potential costs for which this grant cannot be expended:
- Phase I funds, including the library match, cannot be used for Phase II matching funds.
- Cost for staff, lab (if not available to patrons outside of training time), or card catalog computers.
- Furniture of any kind.
- Staff salaries during regular working hours; however, staff may be paid for setup time outside the staff member's regular working hours.

If you have questions about whether or not a specific item is allowable, contact Jean Morrison at the Missouri State Library.

Grant Monitoring

Grantees must monitor grant and sub-grant supported activities to assure compliance with Gates Foundation requirements.

In an effort to comply with the Gates Foundation reporting requirements, the Grant Administrator and other the Missouri State Library staff will monitor and periodically report program performance to the Gates Foundation. This will be accomplished by site visits, report reviews, fax, e-mail correspondences, or phone calls.

Assurances and Payments

A "Matching Funds Verification" and an "Application for Payment" form have been provided in this packet and will also be provided online. These two forms will be used verify to the Missouri State Library that the library has acquired the funding necessary for matching the Gates Grant funds.

Matching Funds Verification: The library will need to enter the date funds were committed, the date funds will be (or were) disbursed to the library. <u>Brief</u> documentation as to the source of funds must be provided on a separate sheet. This form and attachment(s) can be faxed or mailed to the Missouri State Library.

Funds can come from one or more sources on the form. As examples:
- If some of the money used for matching funds came from a regular budget reserve, the library would checkmark "Existing or New Library Capital Funding for Hardware", enter the amount, and on a separate sheet list the reserve budget item(s) that was used to contribute funds.
- If some or all of the matching funds were provided by a private trust or memorial gift, the library would checkmark "Nongovernmental donations or grant", enter the amount, and list the donor trust or estate on a separate sheet.
- If part of the matching funds came from a "Friends" group, the library would also checkmark "Monies Derived from Fundraising Efforts", list the amount and attach a sheet listing how much came from book sales, patron donations into a jar, etc. on a separate sheet.

Application for Payment:
This form is a required Secretary of State form which is used to allow the payment of funds. Many parts of this form have been completed for your library. It requires that the library complete **two** parts of the form:
1. Section II. Payment is requested in the amount of: <u>$_____</u>
2. Library Director (Signature) Please sign in blue ink **AND** Date

Once these two forms are received by the State Library, the payment to the library will be processed by wire or check and a copy of a purchase order showing the amount expended to the library will be mailed to the recipient library.

Librarian Substitute Funds Requirements:
Grant paid hours worked <u>may not exceed 24 hours</u> and may only be used to cover time the absent staff was scheduled to work. Example: During the Wed-Fri that the director would be absent he/she is only scheduled regularly to work 12 hours (Thursday is a day the director is scheduled to be off). The library can cover only the 12 hours that the director would have been working at the library. If two staff attends the symposium and 20 hours would have been covered by those absent, then the time covered would be 20 hours.

To report and verify the time worked by the librarian substitute hire, a "Work Time Detail" form and an "Application for Payment" form have been provided in Section 6 of the Grant Administration Manual. These forms must be completed during or after the time worked and then be mailed to Jean Morrison at the State Library by **November 30, 3009**.

Current part-time staff may be paid for additional hours of work beyond their scheduled hours <u>or</u> someone who is not on staff may be hired to work the hours while staff is attending the PLA "Turning the Page" symposium. If more than one employee is needed to cover all of the hours, work time detail forms must be completed for each person but only one "Application for Payment" would be needed for the total amount requested to reimburse the library for the total paid. Arrangements for paying the staff is the responsibility of the hiring library.

Evaluation

Surveys have been provided; one for the pre-grant period, and one for each of the two years covered by this grant. Please complete and return the first survey by the due dates on the top of the each survey. These surveys will help the State Library judge its effectiveness and the value of this grant to libraries.

State Library Contact Information

General Contact Information
Intermediary Organization Name: Missouri Secretary of State, Library Development
Mailing Address: 600 West Main, PO Box 387, Jefferson City, MO 65102-0387
Principal Contact/Grant Administrator
Name: Jean Morrison
Title: Consultant for Technology and Electronic Resources
Mailing Address (if different from the address noted above): 600 West Main, PO Box 387, Jefferson City, MO 65102-0387
Phone: (800) 325-0131 Ext. 11 or (573) 751-0158
Fax: (573) 751-3612   **E-mail Address:** Jean.Morrison@sos.mo.gov

Grant Applicant Eligibility and Certification—MAIL PAGES 7 AND 8 TO THE MISSOURI STATE LIBRARY AT THE ADDRESS UNDER THE SIGNATURE BOXES by September 1, 2009.

Grant Program: **Gates Grant OOHG**
Library Name: «Lib»
Library Address: «MailAddress»
Library City, State, Zip: «MailCity», «MailState» «MailZip»
Project Director: «First_Name» «Last_Name»
Grant Period: **07/01/2009 to 12/01/2011**
Total Number of Computers Awarded: «Comp» Phase I: Phase II:
Total Library Match Amount: «SysLibMtch» Phase I: Phase II:

Purpose: The purpose of the Opportunity Online hardware grant program is to support computer hardware upgrades in public libraries that serve communities with high concentrations of people living in poverty, and in libraries where computer hardware is vulnerable to becoming obsolete.

Disbursement of Funds: Grant eligible libraries will receive funding from the Missouri State Library in two phases. The recipient library assures that funds will be spent on eligible expenditures in eligible branches only and that money remaining after the initial purchases will be held for repair and maintenance costs for the computers purchased with Gates Grant funds over their expected 4-5 year life. It is not expected that any funds will remain at the end of the computers' life, but should there be any, they may be used by the library to purchase replacement patron computers.

Eligibility Standard: To be eligible for the Opportunity Online hardware grants from the Bill & Melinda Gates Foundation, a library has to have met the poverty and hardware vulnerability standards set by the Gates Foundation. The inventory for the existing patron computers at the time of the entry into TechAtlas during fall/winter 2008/2009 also contributed to eligibility.

In making this application, we certify that:

- The information provided in this application is complete and accurate to the best of our knowledge.
- We understand, and will fully comply with, the Grant Rules and Requirements.
- We understand there may be costs associated with receiving a grant that are not covered by the grant. These expenses may include, but are not limited to, staff, construction/renovation, furniture, materials, supplies, ongoing telecommunication costs, and non-granted hardware and software.
- Any contractor to whom grant funds will be disbursed has entered into a written agreement with the library to disburse such funds solely in accordance with good business practice.

The library also certifies that, to the best of its knowledge, it:
- Is eligible for participation in the Opportunity Online hardware grants, based on the poverty and hardware criteria established by the foundation.
- Will provide direct access to computers for public use, and will operate and administer the computers and Internet access without charges or fees to library patrons.
- Will meet the established grant requirements including documented, verified and timely compliance with the matching requirement, timely participation in the TechAtlas inventory process, and completion of the ALA/FSU Internet and Public Funding survey.

- Will ensure that foundation matching funds will be added to other current and anticipated local library funding and will not replace or supplant the existing or budgeted library funds.
- Will ensure that foundation matching funds will be added to other current and anticipated technology funding within a library's budget and will not replace or supplant the existing or budgeted technology funds.
- Will ensure that all computers and peripheral equipment acquired with grant funds receive proper maintenance and are kept fully operational.
- Will ensure that adequate public funding is provided for eventual replacement of the equipment.

Signatures

Organization Name:	
Printed Name and Title of Certifying Person:	
Signature:	Date:
Board President or Member Printed Name:	
Signature:	Date:

Mail completed application pages 8 and 9 to:

Jean Morrison, Consultant for Technology and Electronic Resources
Missouri State Library
600 West Main Street PO Box 387
Jefferson City, MO 65102-0387

For Missouri State Library Use Only:			
Reviewed by:	**Date:**	**Recorded by:**	**Date:**
Phase I Award:	**Date Payment was made:**	**Phase II Award:**	**Date Payment was made:**
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